

OFFICER PHOTOGRAPH

PRINT NAME (Last, First, MI)

SOCIAL SECURITY NUMBER

GRADE

DESIGNATOR

DATE PHOTOGRAPH TAKEN

STAPLE PHOTO HERE

INSTRUCTIONS ON NEXT PAGE

STAPLE PHOTO HERE

I authorize release of my photograph for public affairs releases:

☐

YES

☐

NO

Signature: _____

OFFICER PHOTOGRAPH SUBMISSION SHEET

Privacy Act Statement

Authority to request this information is derived from 5 United States Code 301, Department Regulations and from E.O. 9397. Photographs submitted become property of the Navy Department and may be used for routine purposes in accordance with the Privacy Act, and if authorized by the individual for public affairs releases. The photograph and submission sheet are filed in the officer's official record which is used in the personnel management of Naval officers; i.e., for identification, and for official press releases, when authorized. Completion of this form and submission of the photograph are mandatory. Failure to provide either the required information or the photograph may result in administrative action being taken.

Instructions for Submission of Photograph Per MILPERSMAN 1070-180

1. Photographs shall be submitted by all officers in the Navy and the Naval Reserve regardless of status, as follows:
 - Upon initial commissioning.
 - Within 3 months after acceptance of each promotion.
2. The uniform shall be Service Khaki, uncovered, to provide maximum photographic clarity. Summer White may be used where Khakis are not authorized for summer wear; however, a significant loss of detail may occur in the finished photograph.
3. The photograph shall:
 - Display a full-length, three-quarter view of the member, left shoulder forward.
 - Have a plain, flat background to provide sufficient contrast to highlight details of the uniform.
 - Be 4 inches in width and 5 inches in height.
4. A menu board or hand-lettered title board shall be placed at or near the member's left foot so that it is clearly readable in the finished photograph. The title board shall contain the following identifying in 2-inch high letters:
 - Member's last name, first and middle initial(s).
 - Rank and designator.
 - Complete social security number.
 - Date photograph was taken (day, month, year).

Example: JONES-ALEXANDER R M
LCDR 1100
123 45 6789
22 MAR 96
5. Group pictures are not acceptable.
6. Naval activities having an established photographic laboratory are authorized to produce photographs for this purpose per OPNAVINST 5290.1, Naval Imaging Program (NAVIMP) Policy and Responsibilities. When an authorized Navy photographic laboratory or an alternate support facility is unavailable, any photograph which complies with the requirements will be accepted.
7. Secure photograph against breakage or creasing, label envelope in upper left-hand corner "PHOTOGRAPH" and forward to:

NAVY PERSONNEL COMMAND
PERS-313C
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3130